

Word Processing

[Click here](#)

Hyperlink



Insert



Toolbar



Text



Format



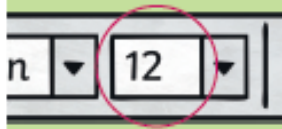
Edit



Font Type



Font Colour



Font Size



Align



Paste



Copy



Bullet



Text box



Wrap



Save



Spellcheck



Review

highlight

Highlight



Cursor

Inserting a Table

Insert > Table

Choose your columns and rows.

Inserting an Image

Insert > Image

Find the file location of your picture.

Spellchecking

Review > Spelling and Grammar

> Change to change the spelling Or

> Ignore to keep it the same.

Creating Columns

Page Layout > Columns

Choose how many columns you need.

Changing the Page Size

Page Layout > Size

Choose your page size.

Creating a Hyperlink

Highlight the text you want to hyperlink.

Insert > Hyperlink

In the address bar, type or paste the URL you want the text to hyperlink to.